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MEMORANDUM FOR: Chief, DDP/Systems Group
Chief, RID

25X1A

SUBJECT: Records Officer Course Cancellations

1. Until recently it was the custom, when early registrations for the Records Officer (R/O) Course were slow, to call Division Records Management and Training Officers to solicit nominations for the course. This usually brought in enough trainees -- not necessarily R/O candidates -- to warrant running the course. By including non-R/O personnel it was possible to beef up the registrations sufficiently to warrant training those specifically nominated to be R/O's as there were seldom enough of the latter to warrant training them exclusively, although they usually needed the training immediately. In this way we used all the time and talent available to diffuse much-needed records training through selected personnel, while giving the R/O's the needed training without delay. This summer it was agreed that the R/O Course would only be given when a substantial number of R/O nominees -- twelve as a target number -- were registered for a given course, other personnel being included as available. Meanwhile, a [REDACTED] Course is being developed which it is expected will cope with much of the work of diffusing records knowledge and responsibility among the junior staff. This course should be ready to go early next year, but will not, of course, deal with Records Officer problems.

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2. We note that both R/O Courses #26 of 29 June and #28 of 5 October were cancelled; only #27, the August 24th course, being run. The first suspension occurred because only 5 R/O and 9 other persons had been registered. The second occurred because almost no nominations had been received by the 17th of September in the season when we had expected large registrations due to the Summer transfers would have been forthcoming. While we are well aware that those who instruct in the R/O Course have other pressing responsibilities, we are nevertheless disturbed at this loss of training and records disciplining opportunities which can never be recouped. We cannot help feeling that a course which is not given regularly is moribund. We know that, under obtaining conditions, unless Division RMO's and TRO's are specially reminded, they tend to forget "to beat the bushes", when a given registration period is at hand.

IS THERE A
DDP
REQUIREMENT

3. We accordingly recommend that the attendance requirements and policies be reconsidered and that:

- a. We consider reducing the minimum number of R/O registrations for the running of a given course to a more realistic target figure of 5 or 6. — 4/yr
- b. Other, selected, personnel, with records responsibilities, still be included in R/O training, as a sequel to the [REDACTED] Course, so that we make full use of the instruction capability. 25X1A
- c. In all cases, prior to the cancellation of an R/O Course for lack of registrations in the future all Division and Staff RMO's and TRO's be reminded individually by telephone of their obligation to register individuals whose responsibilities are such that they require this specialized training or can materially benefit themselves or their component by taking it. ARM TWISTING
← BY WHOM?

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25X1A We concur in the proposal that the RO Course be re-vamped to take advantage of the economies to be effected by the activation of the [REDACTED] Course and hope that the necessary inter-staff discussions which must precede the renovation will also serve to resolve the points and difficulties noted above.

OK - BUT
WHO WILL DO
IT?

[REDACTED]
Chief, CI/R&A

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cc: C/RID
DDP/TRO
HT/CS/OTR - Attn: [REDACTED]

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